

**Office of the Attorney General**  
Human Resources  
Indiana Government Center South, 5<sup>th</sup> floor  
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Indianapolis, IN 46204  
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317-232-7979 (fax)



# **JOB POSTING**

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **HR Assistant Human Resources Department**

### **Job Description:**

The HR Assistant provides support to the Human Resources Department as it directly relates to the Office of the Attorney General. The work is broad in nature, requires the application of human resources policies and procedures and regularly entails authorized access to confidential employee information. The position participates in the law clerk recruiting program, pre-employment and onboarding of new employees, file maintenance and many other Human Resources functions. This position also provides regular back up and support for the receptionist position.

### **Essential Duties and Responsibilities include:**

- Organize and prioritize large volume of internal and external calls, e-mail and documents.
- Generate and maintain multiple spreadsheets and documents for information tracking.
- Answer incoming main line telephone calls and greet visitors in the reception area.
- Assists constituents with inquiries, both in-person and telephonically.
- Enter, maintain and retrieve documents and information in computer.
- Open and route incoming mail, prepare outgoing mail.
- Assist in the creation and maintenance of applicant files.
- Maintain filing system in Human Resources.
- Work independently and within a team on special nonrecurring and ongoing projects.
- Prepare recruiting information for Human Resources Director.
- Assist in the coordination of employee volunteer efforts in the community.
- Assist other divisions with special projects, as necessary.
- Other duties as assigned.

### **Part-time or full-time hours available**

### **Qualifications:**

- To perform this job successfully, an individual should demonstrate excellent communication and customer service skills.

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- Must have excellent organizational and filing skills.
- Must have high level of interpersonal skills to handle sensitive and highly confidential situations.
- Must be able to demonstrate poise, tact and diplomacy.
- Must have knowledge of a variety of computer software applications.
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities, and meeting deadlines.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required.

The incumbent must be able to work in a fast paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.